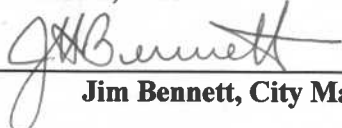


ADMINISTRATIVE POLICY: 15-06
SUBJECT: Use of Tobacco Products
DATE ISSUED: August 19, 2015
DATE EFFECTIVE: October 1, 2015
APPROVED: 

Jim Bennett, City Manager

SECTION ONE: PURPOSE

The purpose of this policy is to establish rules regarding the use of tobacco products in or on City-owned facilities, equipment, vehicles and property. It is intended to support and promote a safe and healthy work environment and a healthy work force.

For the purposes of this policy, the use of tobacco products is defined as smoking, chewing, sniffing or any other use of cigarettes, cigars, chewing tobacco, snuff, pipe tobacco, e-cigarettes or other products made or derived from tobacco.

SECTION TWO: GENERAL PROVISIONS

The use of tobacco products is strictly prohibited in or on all facilities, equipment, vehicles and property owned, rented or leased by the City of Lewiston. The use of tobacco products by City employees during any and all working hours is only permitted during employees' designated break time or during the lunch hour at a minimum distance of twenty (20) feet from any facility, equipment, vehicle or property owned, rented or leased by the City of Lewiston.

SECTION THREE: IMPLEMENTATION

This policy is consistent with the Clean Indoor Air Act of the State of Idaho. It will become effective on Monday, October 1, 2015. The responsibility for enforcement of this policy rests with the Department Managers and, as designated by them, with their respective division managers and supervisors. Violations of this policy will be considered failure to comply with or disregard of City employment-related rules, policies and prohibitions and will be cause for disciplinary action.